



Kirkcowan Community Development Trust

Educational Grant Scheme Conditions & Guidance Notes

Kirkcowan Community Development Trust is committed to encouraging and supporting people who wish to study at University/College or undertake short courses which can provide them with new skillsets and increased job prospects.

By investing in educational opportunities the Trust seeks to encourage the Community of Kirkcowan to develop new skills and to seek new opportunities.

The Scheme allows for any individual resident in Kirkcowan Community Council Area (KCCA) to apply for grants to support them with full time university/college courses or with accredited short courses.

The aim of this document is to inform the applicant about the Scheme and how to apply for grants. The form is divided into sections for ease of use.

1. Eligibility
2. Award allocations
3. Criteria
4. Application process
5. Fraud
6. What happens next?

Educational Grant Scheme funded by Scottish Power Renewables - Kilgallioch Windfarm Community Benefit Fund

Kirkcowan Community Development Trust is a Company Limited by Guarantee - Registered in Scotland – SC510266
Registered Office: Machars Initiative Centre, 26 South Main Street, Wigtown. DG8 9EH

1. Eligibility

- 1.1 The scheme is open to anyone who is living permanently within the Kirkcowan Community Council Area and wishes to undertake the following:
- University Courses – must be full time and completed in full by the applicant.
 - HNC/HND Courses – must be full time and completed in full by the applicant.
 - Training courses/Open university courses – Short courses must be of at least one day's duration and completed in full by the applicant. Open University courses must be completed in full by the applicant.
 - Practical courses such as chainsaw courses, first aid courses etc. The courses must be completed in full by the applicant and be approved by the Scottish Qualifications Authority (SQA) or similar.
- 1.2 Please note that KCDT will not fund courses which are normally provided by an employer as part of any employment.

2. Award Allocations

Course	Award
Full time University Course	£2000
Full time HNC/HND Course	£2000
Short Course / Open University Course / Practical Course	Cost of course up to £2000

- The maximum grant funding to an individual applicant is £2000.
- In cases where an applicant has received less than £2000 funding for a course or courses, the applicant may apply for funding for a further course or courses, subject to the maximum amount of £2000.
- With effect fromdate...., individual applicants who have previously been granted funding under the Educational Grant Scheme and who have not yet completed the course for which that grant was issued, or who wish to attend further eligible courses, may, under this revision to the Educational Grant Scheme, apply for further funding up to the maximum amount of £2000, which sum includes any grants previously paid to them.

3. Criteria

To receive a grant through the Educational Grant Scheme the following criteria must be met:

- You must be a permanent resident living within KCCA .
- You must be able to show written evidence of acceptance on a course.
- Any short course must be by an accredited provider approved by the Scottish Qualifications Authority (SQA) or similar authority.

4. Application Process

- 4.1 KCDT reserves the right to consider only signed applications submitted on the Application Form found on the KCDT website.
- 4.2 Written evidence of course acceptance from the University/College/Course provider must be provided with your Application Form.
- 4.3 Applicants should note that it can take up to six weeks for a decision on funding through the Educational Grant Scheme to be made.
- 4.4 Within 30 days of the conclusion of a course, applicants must provide written evidence of course completion from the course provider.
- 4.5 If you receive a grant but find yourself unable to finish the course then you must inform KCDT as soon as possible. KCDT may require repayment of any monies received through this scheme if you do not complete the course.

5. Fraud

KCDT takes fraud very seriously and any such attempts will be reported to Police Scotland. If any evidence of fraud is found, the applicant will be disqualified from making any applications for future funding from the KCDT.

6. What happens next?

- 6.1 Once you have read this form, please complete and sign the Application Form and send it to KCDT together with written evidence of your acceptance on your course.
- 6.2 KCDT will check your Application Form to ensure all details are correct and that your application is eligible for KCDT funding. This may include contacting your course provider for verification.
- 6.3 If funding is granted we will contact you to organise payment which can be effected by cheque or BACS.
- 6.4 If funding is not granted, we will inform you within six weeks of receiving your application.
- 6.5 Please note the application handling time may be six weeks.

Need more help?

If you require help with your application or have any further enquiries please contact Nicki Chadwick, KCDT Support Officer at KCDTcontact@gmail.com

Forms may be posted to:

Kirkcowan Community Development Trust
26 South Main Street
Wigtown, DG8 9EH.

or emailed to: KCDTcontact@gmail.com